



IMPORTANT: Do not complete this form unless you have already had a meeting to discuss your application with a project officer from the Scottish Executive Enterprise and Lifelong Learning Department (SEELLD). Failure to do so will result in your application being returned.

Do not start your project or commit expenditure before you have received an offer of grant from the SEELLD.

OFFICIAL USE ONLY

Date received _____

Ref No _____

Case Officer _____

SPUR/SPUR^{PLUS} APPLICATION FORM

- We may publish information from Sections 3-16 and 18-20 of this form if you are awarded a grant.
- Please **type** your answers, or write in **black ink** using **BLOCK LETTERS**.
- Please read the Guidance Notes carefully before you complete this form.
- To apply you **must** complete the Application Form **and** provide a detailed Project Proposal, Business Plan and other supporting documentation, as set out in the Guidance Notes. Do not alter this form in any way as this would invalidate your entry.
- Where boxes are provided please mark the correct box with a ✓.
- Use "N/A" for "not applicable"

GRANT SOUGHT

1. Tick to show whether you are seeking support under SPUR or SPUR^{PLUS}

SPUR

SPUR^{PLUS}

CONTACT WITH THE DEPARTMENT

2. Have you already contacted a project officer from the SEELLD about your project?

Yes

No

If Yes, please give the officer's name

APPLICANT'S DETAILS

- 3. In what capacity are you applying?
- 4. Your business name (or your name and trading name, if an individual/sole trader)
- 5. Your business address (address for correspondence)
- 6. Who should we contact to discuss your application?

Individual, sole trader/proprietor, partnership or company

Postcode

Name _____

Tel _____ Fax _____

Email _____

Position in Organisation _____

7. What are your main business activities?

8. When did you start trading?

9. If this entry is on behalf of a registered company, what is your Company Registration Number and date of registration?

Number	Date
<input type="text"/>	<input type="text"/>

10. Place of incorporation

<input type="checkbox"/> England	<input type="checkbox"/> Wales
<input type="checkbox"/> Scotland	<input type="checkbox"/> Northern Ireland

11. Is your company a member of a group?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **Yes**, please give the name and address (including postcode) of the ultimate holding company

Name
Address
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode <input type="text"/>

and the Company Registration Number and place of incorporation of the ultimate holding company

Number	Place
<input type="text"/>	<input type="text"/>

12. Please give the total number of employees (full time equivalent) in

Your business

Your group

13. If your business is a registered company, please list the shareholders and the number and type of shares held by each of them.

PROJECT DETAILS

14. Please give a brief title of the project (Maximum 30 characters)

15. Please give a description of the project in 50-100 words

16. Where in Scotland is the main work to be done if different from your business address?

Address

Postcode

17. Are you employing any subcontractors or consultants?

Yes No

If **Yes**, please give the names and addresses (including postcodes)

18. What is the estimated net cost of the project?
(This figure **must** match the total at Section 24.)

£ You will be asked to give a detailed breakdown of project costs in Section 24.

19. How long do you expect the project to last?

years months

PROJECT CLASSIFICATION

20. Please indicate the broad area of technology into which your proposed project falls. (This has no bearing on your chances of obtaining a grant but is valuable information for us in planning future programmes.)
Please tick one box only.

801	Manufacturing technology	
802	Materials technology	
803	Information technology	
804	Biotechnology	
805	Environmental technology	
806	Communications	
807	Instrumentation and control	
808	Heat and mass transfer	
809	New testing methods	
810	Separation techniques	
811	Tribology, wear and corrosion	
812	Medical technology	
813	Other	

IN CONFIDENCE

EXPLOITATION

21. How do you intend to exploit the results of your project?

Licensing to others

Dissemination of information, publication and so on

Manufacture and sale of products

Use process development for own benefit

Other

22. Using at least one of the criteria below, when would you judge your project to have been successful?

when

units have been sold

when

revenues have been received

when the project has contributed

towards profits

23. By what date do you expect the target(s) to be achieved?

FINANCIAL RESOURCES

26. What was the annual turnover in your most recent accounts in:

Your business

Your group

27. What was the balance sheet total (total assets net of depreciation) in:

Your business

Your group

28. When did that financial year end?

29. How do you intend to fund the project? You must provide any written confirmation of finance with your application. Specify sources of funds and amounts offered (e.g. additional share capital, bank overdraft, loans, internal resources). You must give details of any public sector funding from Government Departments, Local Authorities, Development or Enterprise Agencies, the National Endowment for Science, Technology and the Arts (NESTA), Universities, European Community etc. (This may be deducted from any offer of grant.)

Project Finance

a) Total finance required (as per Sections 18 and 24 of Application Form)

b) Funded by:

1. Private Sector

Own resources (*please specify*)

Have you secured agreement to loans/grants?

Yes

No

Bank loan/overdraft facility

Other private sector (*please specify*)

Profits generated by business activities

2. Public Sector

Public sector assistance other than SPUR/SPUR^{PLUS} (*please specify*)

Yes

No

SPUR/SPUR^{PLUS} grant

c) Total Finance (to agree with figure at a))

30. What would be the likely effect on the project of your not obtaining a grant (e.g. delay, abandonment, seek funds elsewhere etc)?

31. Have you or your business applied, or been connected with an application, for assistance from the SEELLD or other public body before?

Yes No

If **Yes**, please give details (e.g. company name at time of application, year, scheme, outcome etc)

32. Have you, or any other partner or director of your business, ever been prosecuted for fraud or disqualified from becoming a director?

Yes No

If **Yes**, please give details on a separate sheet of paper (but do not include it in your project proposal). This does not necessarily affect your chances of obtaining a SPUR/SPUR^{PLUS} grant.

33. Have you, or any other partner or director of your business, ever been a proprietor, partner or director of a business which went into bankruptcy, liquidation or receivership?

Yes No

If **Yes**, please give details on a separate sheet of paper (but do not include it in your project proposal). This does not necessarily affect your chances of obtaining a SPUR/SPUR^{PLUS} grant.

CASH FLOW PROJECTION – SPUR

34. Please provide a cashflow projection for the SPUR/SPUR^{PLUS} project. You should extend your projection to cover the period from the start of the project to the end of the project. The projection should be produced on your own spreadsheet as an attachment if you wish. However, the projection **must** contain all of the information requested in the “YOUR APPLICATION FORM” in the Guidance Notes.)

Quarter	1	2	3	4	5	6
Expenditure (£)						
Pay of personnel						
Overheads						
Materials consumed						
Consultancy fees						
Sub-contract charges						
Fees for trials & testing						
Preparation of technical manuals						
Intellectual property costs						
Market assessment						
Training						
Capital equipment and tooling						
Other						
Total						
Income (£)						
SPUR/SPUR ^{PLUS} Grant						
Balance						

CASH FLOW PROJECTION

35. Please show all anticipated income and expenditure for the business, *including* those associated with the SPUR/S quarter following its completion. This can be produced on your own spreadsheet as an attachment if you wish. How amounts of SPUR/SPUR^{PLUS} grant payments see "YOUR APPLICATION FORM" in the Guidance Notes.)

Quarter	1	2	3	4	5	6
Income (£)						
Equity						
Loans						
SPUR/SPUR ^{PLUS} Grant						
Other Grants						
Sales						
Other Income						
Total						
Expenditure (£)						
Wages and Salaries						
Rent and Rates						
Tax and National Insurance						
Insurance						
Heating and Lighting						
Materials						
Property Maintenance						
Repairs						
Telephone						
Postage and Stationery						
Travel and Vehicle Expenses						
Audit and Accountancy Fees						
Advertising						
Finance Charges						
■ Bank						
■ Other						
Capital Expenditure						
Loan/HP, Leasing Payments						
VAT						
Professional Fees						
Other Expenditure						
Total						
Surplus (Deficit)						
Opening Balance (b/f from previous month)						
Closing Balance (c/f to next month)						

DECLARATION – please read this carefully before signing

This form contains information which is personal data for the purposes of the Data Protection Act 1998 and in respect of which the Scottish Executive is obliged to supply the following information:

The data controller is the Scottish Executive.

The information you provide will be used for the following purposes:

- (i) Processing and appraising your application under the SPUR/SPUR^{PLUS} scheme. Your application may be referred to other Government Departments or outside organisations who are contracted by the Scottish Executive to provide technical expertise in confidence.
- (ii) If your application is unsuccessful, unless you disagree, your name and address (but not details of your project proposal) may be passed to your Local Enterprise Company. This is so that the Local Enterprise Company can perhaps consider with you whether there are any suitable alternatives to SPUR/SPUR^{PLUS} for taking your proposals forward, or whether they can help you in any other way.

Place a tick in this box if you do not wish your name and address to be passed to the Local Enterprise Company.

- (iii) If your application is successful, we will publish information from Sections 3-16 and 18-20 of this form both in hard copy and on the internet in a directory of award recipients. The directory is publicly available: it is intended to provide information for potential applicants and investors on the types of SPUR/SPUR^{PLUS} projects, and individuals and businesses, that receive SPUR/SPUR^{PLUS} grants.

Subject to (i) to (iii) above, the information you provide will not be disclosed to any other organisation for any other purpose other than in relation to cases of suspected fraud.

The Scottish Executive's representative for the purposes of the Data Protection Act is:

The Departmental Record Officer, Scottish Executive, CS:CISD, Spur J, Saughton House, Broomhouse Drive, Edinburgh EH11 3XD. Tel: 0131 244 3728.

If you are a registered company, an Executive Director must sign; if you are a sole trader, the proprietor must sign; and if you are a partnership, a partner with authority to bind the other partner(s) must sign.

If you give information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

I declare that the information on this form and any other information given in support of this application is correct to the best of my knowledge and belief. I agree that if this application is successful, the information given in Sections 3-16 and 18-20 can be published in hard copy and on the Internet in a directory of award recipients.

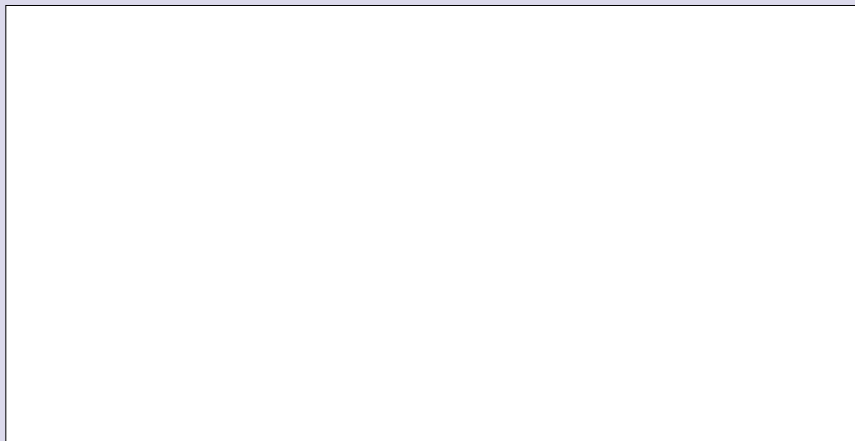
Signed

Date

Name (BLOCK LETTERS)

Position in your organisation

HOW DID YOU FIND OUT ABOUT SPUR/SPUR^{PLUS}?



WHERE TO RETURN YOUR ENTRY

Send the completed Application Form and the other information detailed on the Checklist on the following page to:

The SPUR Programme Manager
Scottish Executive Enterprise and Lifelong Learning Department
Meridian Court
5 Cadogan Street
Glasgow G2 6AT

CHECKLIST

Have you attached copies of	Yes	No	Annex No in your proposal	For Official use only
<ul style="list-style-type: none"> ■ A detailed project proposal? (See accompanying Guidance Notes) 	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> ■ A project timetable? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ CVs for key project and management personnel? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Evidence of intellectual property rights? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ A copy of patent application (where applicable)? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Evidence of offers of financial help? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Your business plan? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Accounts? If your business is established and required to have its accounts audited, supply your last two years' audited accounts. If these are more than three months old, you must also provide up-to-date management accounts; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

or:
if the business is exempt from the audit requirement, your last two years' annual accounts. If these are more than three months old, you must also provide up-to-date management accounts;

or:
if your business was recently set up and no audited, annual or endorsed accounts have been produced, you must provide unaudited or management accounts for the 3 months prior to the application date;

and:
if your business is part of a group, accounts for parent and ultimate holding companies should be provided on the same basis.

If you fail to supply any of these items your application is likely to be rejected.

Copies of this form are available in alternative media from our website on:
www.scotland.gov.uk/innovationgrants
 Alternatively, a disk version can be obtained from SEELLD on:
 Tel: 0141 242 5532
 Fax: 0141 242 5589
 E-mail: spur@scotland.gsi.gov.uk

